

LBN

SUBJECT : Report of Cable Secretariat Operations from 1-31 Aug '64

Comparison with 1963 Monthly Average

GROUP 1
Excluded from automatic
downgrading and
declassification

25X1A

2. b. On 21 August [REDACTED] was given a Merit Award with a \$100 emolument for his outstanding production on the multilith machine.

3. General

a. At the invitation of the Office of Communications I attended the Message Automatic Exchange (MAX-1) demonstration put on by the Collins Radio Company. I was very impressed with advances made in message handling and with the degree to which message handling can be automated, insofar as communications are involved. I believe that we in the Cable Secretariat can automate our logging and control functions, and am awaiting completion of a study being made for us by the Office of Computer Services.

b. We are somewhat pressed to keep up with our work and have cut corners whenever possible. For example, we have dispensed almost completely with typing, and are hand-printing dissemination symbols. This has, I believe, been of assistance to us in improving our processing time and we will probably continue to hand-print symbols. What we need is clerical personnel for 4-12 and midnight shifts.

c. With reference to the memo sent by [REDACTED] Director of Budget, Program Analysis and Manpower, dated 28 August 1964, subject: "Quarterly Economy Reports", I can at the moment see no area in which we can effect a reduction in manpower or costs. Frankly, I believe we are doing extremely well to keep up with demands. Our people are a bit over-taxed right now. Possibly the use of some form of computer (estimated cost \$50,000) may make our job easier, but if it does it certainly doesn't appear that it will compensate for the fairly predictable 10% increase per year in workload. In summary, all of the savings which might otherwise accrue to us as a result of improved procedures is more than taken up by increased workload.

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[REDACTED]

Y Cable Secretary

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